

**GPS COORDINATOR – FOLSOM HIGH SCHOOL****DEFINITION:**

Global Perspective Studies Coordinator is a key leader in the implementation and development of the GPS Pathway at Folsom High School. The Coordinator is responsible for overseeing all necessary guidelines and requirements as set forth by administration. In addition, the Coordinator will ensure that students and teachers have all the resources and assistance necessary to successfully implement and sustain the GPS Pathway. The program includes four-year curriculum, including core classes, electives, and enrichment seminars, as well as service opportunities.

**QUALIFICATIONS:**

Credential: Valid California Teaching Credential (general secondary, standard secondary, or special secondary)

Experience: Minimum 3 years of regular classroom teaching experience. Minimum of 2 years' experience teaching in the GPS pathway or equivalent specialized program at other schools. Must be able to exhibit leadership or leadership potential. Minimum of 2 years of leadership experience, such as department, pathway, or PLC is desirable. Folsom High School teacher desirable.

Education: An advanced degree from an approved institution or National Board Certification is desirable, but not required.

**DISTINGUISHING CHARACTERISTICS:**

- Demonstrate knowledge, skills, and effective instructional strategies in curriculum areas.
- Organize information, materials, and time effectively.
- Assist in developing course outlines and other curricular materials.
- Demonstrate knowledge of child growth and development and how children learn.
- Demonstrate effective communication skills.
- Demonstrate effective classroom management techniques.
- Utilize technology effectively.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Principal or designee, incumbent will:

- Ensures that the school community understands the course selection choices.
- Works with students, parents, and staff to develop and provide the most effective pathway to the Diploma or Certificate requirements.
- Develops and administers the program's admissions policies.
- Assists in development of goals and objectives for the program, pathway, and individual instructors.
- Works closely with the school administration and counseling on course offerings and master scheduling.
- Develops a program calendar with a detailed timeline for internal and external assessments.
- Supports the implementation of the core program requirements.
- Initiate, arrange, and facilitate professional development for GPS teachers as needed.
- Articulates curricular expectations at the grade levels leading into the GPS Program.
- Schedules students for capstone presentations.
- Administers the GPS budget.
- Organizes and completes the five-year program evaluation.
- Facilitates student progression to Diploma or Certificate achievement.
- Supervises and coordinates GPS events.
- Works with the local middle schools to inform all potential students of the offerings of the GPS program.
- Ensures that all communication with GPS and its stakeholders is done in a timely manner.
- Interacts with various stakeholders at local schools and in the community.
- Promotes GPS activities within the community as needed.

**GPS COORDINATOR – FOLSOM HIGH SCHOOL****PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.